

# LITTLE CORNARD PARISH COUNCIL

Minutes of meeting held on 14<sup>th</sup> March 2023

at Little Cornard Village Hall

**Present:** Councillors ('Cllrs') Nick Hammond (Chairman), Cheryl Crane, Karen Gilbert, Clive Johnson, Nigel Monk, Ruth Adams and Mark Irwin

**Attending:** Three members of the public

## Ref.

### **23/164 Apologies** for absence

James Finch and Lee Parker due to illness

### **23/165** Receive **declarations of interests** and request dispensation from Councillors.

No dispensation was requested.

### **23/166 Agree minutes** of Little Cornard Parish Council meeting held on 10<sup>th</sup> January 2023

The minutes of the meeting were approved by the Councillors who resolved that they should be signed by the Chairman as a correct record.

### **23/167 Public participation session**

As both the County and District Councillors were unable to attend there were no reports to be considered.

There was no public participation at this point in the meeting.

### **23/168 New Clerk**

Mr Kevin Money was interviewed, and it was unanimously decided to offer him the position of Clerk/RFO to Little Cornard Parish Council. As Clerk to several other councils some of the dates of council meetings for Little Cornard may need to be reconsidered. As he was already booked with another council for 14<sup>th</sup> March his first meeting with LCPC will be Tuesday 16<sup>th</sup> May. In the interim period the handover of details, document boxes, passwords and briefing is planned for Wednesday 15<sup>th</sup> March.

### **23/169 Defibrillators**

£2000+ has already been pledged towards the purchase of two defibrillators and these details are being held on an excel sheet by Councillor Gilbert. Collection of monies as per the advice of the **RFO**. There will be no installation costs but an ongoing maintenance cost of £100 per annum per defibrillator will need to be budgeted for. Peter Schwind to be reimbursed £30/£40 per annum for cost of electricity. The same arrangement with the one at Willowmere Caravan Park.

The total cost of purchase is £4,067.88. Purchase agreed by Council. Any VAT paid to be claimed back by RFO.

Possible defibrillator to be at the Nursery area. Council to fund the cabinet.

Signed *K Gilbert* Chairman of LCPC

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**23/170 Planning**

No new planning issues were discussed.

Yorley Farm planning application from last meeting was granted on 01/02/23.

Discharged of conditions concerning the surface water on the Paddocks in Blackhouse Lane

**23/171 Emails circulated by the Clerk**

Lottery Fund application from the Church asking for the Council's support. It was agreed that the **new Clerk** should go ahead and send the support required.

No decision reached concerning a reply to Julie Jordan's letter other than the **Clerk** contacting Highways to ascertain whether there was a permit in place for using Chapel Lane as the diversion on the 11<sup>th</sup> March as there had been no notification to the Council.

**23/172 Clerk's Report**

Minute	Action	Complete
22/151	Planning comments to Babergh	*
22/148	Locality Budget email	*
22/158	Ordered new Dog Waste Bin	*
22/147	Letter to James Cartlidge	*
	Updated Suffolk Infolink	*
22/163	Parish Website updated by Mark Irwin	*
	Elections preparations	*
	Cancelled SALC Clerk vacancy advert	*
	Organised Clerk handover	*

New Dog Waste bin has not yet been delivered to Councillor Johnson. **The new Clerk** needs to check the lack of action.

**23/173 Finance**

Latest statements from the bank have been collected by Councillor Monk from which a full bank reconciliation was produced. No outstanding cheques.

**Cllr Gilbert** to contact Cllr Finch about the contribution from his Locality Budget for the Defibrillators.

Signed *K Gilbert* Chairman of LCPC

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**23/173** Cllr Johnson queried the amount for the footpath contract with Mr Gotts that it was correct since it had been agreed that the amount had been increased.

Cllr Irwin brought up the use of the Autela payroll system. Perhaps the **new Clerk** would look at this when he takes over.

Agenda Item		RFO Report - Bank Reconciliation / Receipts & Payments		
		£Dr	£CR	Balance
Treasurers Account last reported as at statement date 4 November 2022			18,990.20	18,990.20
<b>Description:</b>	<b>Chq Ref:</b>			
Autela Payroll	642	30.46		18,959.74
CAS Website hosting	644	60.00		18,899.74
Zurich Insurance	645	241.00		18,658.74
D Goss Footpaths	646	360.00		18,298.74
SALC Chair Training	647	124.80		18,173.94
SALC Training	648	31.20		18,142.74
SCC Quiet Lanes Contribution	649	250.00		17,892.74
Clerk Salary Q3	650	708.75		17,183.99
Clerk WFH allowance	651	78.00		17,105.99
HMRC PAYE	652	194.86		16,911.13
Autela Payroll	653	41.91		16,869.22
Autela Payroll	654	14.62		16,854.60
Clerk Expenses	655	63.49		16,791.11
Receipt BGC SSSA PORS			276.40	17,067.51
Receipt Babergh DC			500.00	17,567.51
Treasurers Account reconciled and reported as at statement date 10 February 2023				17,567.51
<b>Payments to Approve:</b>				
Little Cornard Parish Hall	656	270.00		

Cllr Hammond brought up the idea of Online Banking and it was agreed to ask the **new Clerk** to investigate both the use of Autela and Online Banking.

Cllr Monk introduced the idea of the contribution from the Parish Council for The Parish Magazine and it was agreed to raise the donation to £250.

**Cllr Johnson** agreed to contact Victoria Shennan to see if she would do the independent audit again this year.

**23/174 Neighbourhood Plan**

Nothing further to report at this stage.

Signed *K Gilbert* Chairman of LCPC

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**23/175 Pylons**

Not a lot happening that affects Little Cornard at present.

**23/176 Highways, Footpaths and LCPC Assets**

Cllr Gilbert to pick up the signs left at the bus stop and return them to the depot at Rougham.

Cllr Johnson to contact Wiles again about road sweeping in the Parish.

Cllr Johnson and Mr Schwind have cleared fallen trees blocking Spout Lane. A lot of the trees on the bank are now in need of coppicing. Action needs putting in the diary for October.

Cllr Hammond will contact Highways.

**23/177 Community Wardens**

Cllr Monk suggested that some of the Community Warden hours could be used to do a litter pick on the main Bures Road before the vegetation covered the area. New Clerk to check that the wardens are organising this for this spring.

**23/178 Elections**

The Clerk has asked the Elections team at Babergh for an up-to-date Register of Electors in order to fill in nomination papers.

An appointment to hand in completed papers has been made in Sudbury Town Hall.

The Chairman announced that he would not be standing in the forthcoming elections. Any notices to go on Parish noticeboards put up by Cllrs Irwin, Hammond and Gilbert

**23/179 Risk Management Register**

Reviewed and accepted

**23/180 Internal Control and Internal Audit Review**

Reviewed and accepted.

**23/181 Standing Orders**

Reviewed and accepted.

**23/182 GDPR Data Map**

Reviewed and accepted.

**23/183 Questions to the Chair**

Financial Orders to be reviewed at the next meeting with the new Clerk.

Agreed at PCC meeting re Coronation celebrations for the Flower Festival to be held on the weekend of 13<sup>th</sup> and 14<sup>th</sup> May at 11 until 4.

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Cllr Irwin suggested that the Village Hall is a fixed item on Parish Council Agendas. **New Clerk**

Village Hall Committee are investigating having the toilets refurbished in order to have disabled access. Also, a new website for the Village Hall is up and running to promote its use. It's linked to the Parish Council website.

The History Archive is also included on the Village Hall website and has already quite a lot of history already downloaded. It's planned to have storage space in the former entrance hall to hold paper documents.

Councillor Hammond reported back that the tenants of Gordon Hills is contacting the owners as to obtaining access to the Pillbox. Willing helpers will be needed to clear out the area.

Cllr Gilbert contacted the residents about the issue of the boundary of the Mere. They have been advised to take legal advice as to them acquiring the part of the garden as they have evidence to show the land has been part of their garden for quite some time.

A sub committee of Cllrs Johnson, Monk and Gilbert were asked to take on this issue and be in communication with the residents when necessary.

**Meeting ended at 20:21**

**Next Meeting Tuesday 16<sup>th</sup> May at 7pm in Little Cornard Village Hall**

Signed *K Gilbert* Chairman of LCPC

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